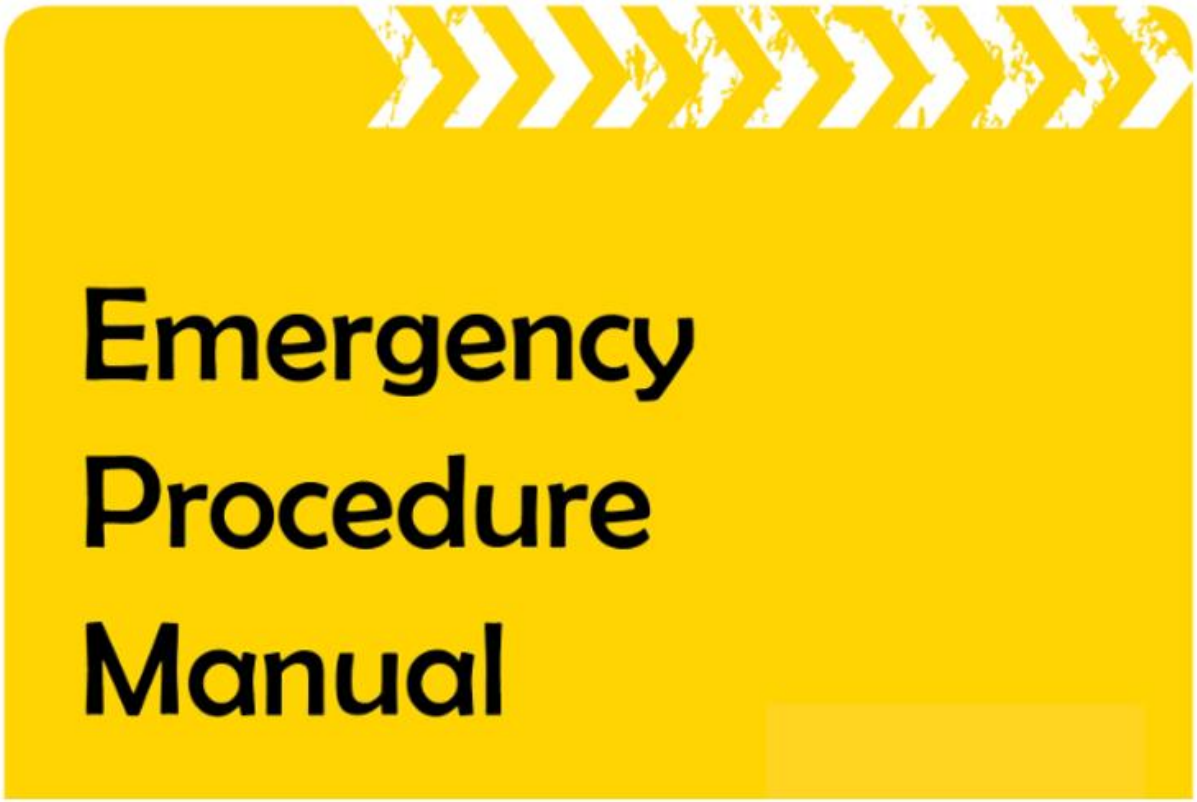


Jubilee Community Centre
Community Meeting Rooms
258 Alfred Street

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1. Emergency Procedure Manual Detail Sheet

1.1 Building Information

Building Name	**Jubilee Community Centre**
Address	Civic Precinct Gordon Street

Building Owner	Mackay Regional Council	
Address	73 Gordon St, Mackay, Qld, 4740.	
Contact	Phone: 1300 622 529	Email: council@mackay.qld.gov.au

Building Classification	Class 5

Hours of Operation	8.30am to 4.30pm Monday to Friday (excluding public holidays and Council closure periods)

2 Evacuation and Control

2.1 Evacuation Procedure

All occupants will ensure that:

- Doors are closed, not locked, as evacuation proceeds.
- Evacuation to the assembly area is prompt and orderly.
- No attempt is made to re-enter the building until notification is received from Queensland Fire and Emergency Services (QFES).
- All instructions from Wardens are followed - if during business hours. In the event of an emergency occurring outside of business hours, please have one delegated person to liaise with QFES.

2.2 Evacuation Routes



By way of nearest safely accessible exit.

Please see the last page of this document for a copy of the evacuation diagram.

Please note that when exiting into the foyer from the meeting rooms, if the door fails to unlock, please press the emergency door release, located on the left-hand side of the door frame, to gain access into the foyer in an emergency situation.

2.3 Evacuation Assembly Areas

Evacuation Assembly Areas for occupants of this building have been established.

All personnel should proceed to the evacuation points marked on the map provided in the facility and located at the rear of this booklet.

People with mobility issues should proceed as close as practicable to these areas via sealed paths. Those (if any) who have care or custody of other persons within the buildings shall check that their groups have reached the assembly area and report any concerns to a warden during business hours, or QFES after hours.

In ALL cases, personnel are to remain at the particular location until further advice is given by the Chief Warden during business hours, or a QFES Representative if after hours.

2.4 Fire and Emergency Equipment

The following are the types of fire and emergency equipment that are located within the Jubilee Community Centre Meeting Room area:

- Fire Extinguisher
- Emergency Exit Signs
- Emergency Lighting

2.4.1 Fire Extinguishers

All occupants should be familiar with the type of fire extinguisher that is located within the Jubilee Community Meeting Room area. It is a DRY CHEMICAL (RED WITH WHITE BAND) extinguisher.

There are three common types of fire:

1. Class A

Ordinary free burning materials such as paper, clothing, packing materials, wood and textiles. These fires are extinguished by removing the heat. Cooling the temperature of the burning material to below the point of combustion does this.

For Class A fires use WATER (RED) or DRY CHEMICAL (RED WITH WHITE BAND) extinguishers.

2. Class B

Liquids such as petrol, spirits, paint, lacquers, thinners, cooking oils, grease and many chemicals in liquid form. These fires are extinguished by excluding the oxygen from the fire. These extinguishers can also be used on flammable gases.

For Class B fires use DRY CHEMICAL (RED WITH WHITE BAND) extinguishers.

3. Electrical Equipment Fire

Only extinguishers that are non-conductors of electricity should be used to fight these fires. If possible, turn the power off first. **Never use water on electrical fires.**

For electrical fires use DRY CHEMICAL (RED WITH WHITE BAND) or CARBON DIOXIDE (RED WITH BLACK BAND) extinguishers.

2.4.2 Fire Fighting with Extinguishers

- Try to remain calm and think clearly.
- Determine the type of fire and its exact location.
- Warn everybody in the area.
- Ensure someone has alerted the Fire Brigade, if after business hours, and Reception.
- Select the correct type of fire extinguisher.

- Be sure you know how to use the fire extinguisher (if in doubt READ the instructions).
- Ensure that you have a safe exit route.
- Where possible, keep your back to the exit.
- Keep low to avoid smoke.
- Do not get too close to the fire.
- Direct the extinguisher at the base of the fire ***NOT*** at the smoke.
- **IF IT IS NOT SAFE, DO NOT GO NEAR IT.**

2.5 Emergency Alarms

When an emergency occurs in the building, an alarm can be raised by:

- Automatic detection equipment (e.g. heat/smoke detectors)
- A person witnessing the emergency (e.g. fire, gas leak, civil disorder) reports it to Reception, if during business hours.
- Breaking the glass on a manual call point, located next to the fire panel in the Foyer of the Jubilee Community Centre.
- Chief Warden manually switching on either the alert or evacuation alarm, if during business hours.

2.5.1 Fire Alarm

In the case of fire, an alarm may be heard via the speakers throughout the building

'EVACUATION' Alarm

Fitted internally from the Master Emergency Control Panel for notification of all occupants.

- The EVACUATION alarm is designed to notify all occupants throughout the building, of an emergency.

On hearing the 'EVACUATION' alarm, COMMENCE EVACUATION PROCEDURES.

ALL OCCUPANTS SHOULD PROCEED TO THE NEAREST SAFE FIRE EXIT, WHERE INSTRUCTIONS WILL BE GIVEN (AS NECESSARY), OR PROCEED DIRECTLY TO THE APPROPRIATE ASSEMBLY AREA.

DO NOT ATTEMPT TO RE-ENTER THE BUILDING UNTIL CLEARANCE IS GIVEN BY THE CHIEF WARDEN, IF DURING BUSINESS HOURS, OR QFES IF OUTSIDE OF BUDINESS HOURS.

3 First Aid Kit

3.1 Location

A first aid kit is located in the kitchenette, in the top far left cupboard. If using any of the contents, please complete the booklet detailing the requirement of usage.

4. Emergency Evacuation Diagram

